

Indiana Department of Education



Office of Financial Management, Analysis, and Reporting

Room 229, State House - Indianapolis, IN 46204-2798

Telephone: 317-232-0840 or 1-866-234-1414

Facsimile: 317-233-6326

TO: All Superintendents

FROM: Debbie Hineline, Director
Office of Financial Management, Analysis, and Reporting

SUBJECT: Annual Financial Report

DATE: May 16, 2007

I.C.5-3-1-3 requires the secretary of each school corporation to publish an Annual Financial Report. The Report must be published one time annually, **not earlier than August 1 nor later than August 15 of each year**. The statute also requires the Department of Education to develop guidelines for the preparation and form of the Report, and to provide assistance to school corporations in preparation of the Report.

In an effort to streamline this process, we are working toward less paper being mailed out by our office. This year we are again posting the instructions, helpful hints and the sample form for completing the report on the School Finance Web page. You can reach the website at:
<http://www.doe.state.in.us/finance/welcome.html>. Please be sure that the individual(s) responsible for the completion of this report know of the availability of this document on the web, as **no paper copy is being sent again this year!**

I.C. 5-3-1-3(g) states that each school corporation shall submit a copy of the Annual Financial Report to the Department of Education and that the Department shall make it available for public inspection. Please mail your Annual Financial Report on or before August 31, 2007, to the Office of Financial Management, Analysis, and Reporting, Room 229, State House, Indianapolis, IN 46204-2798. The Reports will be made available for public inspection in the Department of Education's Professional Library.

If you have questions concerning the Annual Financial Report please contact me toll free at (866) 234-1414.

Attachments

INSTRUCTIONS, HELPFUL HINTS, AND FORMS FOR COMPLETION OF THE ANNUAL FINANCIAL REPORT

CORPORATION WIDE DATA

SAMPLE A

A comparison of your approved budgeted receipts and expenditures and your actual receipts and expenditures by major accounts for the prior calendar year (2006). You may wish to use the format described in Sample A. HINT: In the expenditure comparison, be sure to include your 2005 encumbrances, your 2006 approved budget, your 2006 additional appropriations, and any appropriation transfers to determine the approved budget for expenditures. Also, include 2006 encumbrances in the amount determined as actual expenditures.

If a fund is displayed on our sample that is not a part of your budget advertisement, do not include it in your publication. If you have a fund that is not displayed on our sample but was a part of your budget advertisement it must be included in your publication.

SAMPLE B

The certified salary schedule in effect June 30, 2007, including the number of employees at each salary increment and the number of full-time and the number of part-time employees. A listing of individual teachers is not required. A suggested format is enclosed as Sample B.

SAMPLE C

The extracurricular salary schedule in effect June 30, 2007. See Sample C. Our sample is by no means all inclusive. Be sure to modify the names of the positions to fit your salary schedule.

SAMPLE D

The range of rates of pay for all non-certified employees by specific classification with the number of full-time and the number of part-time employees. It is suggested that you use your DOE-NE Report (Non-certified Personnel Data) for 2006-2007 to determine specific employee classifications. We have provided Sample D utilizing a modified DOE-NE.

SAMPLE E & F

The lowest, highest, and average salary for the administrative staff and the number of administrators in effect June 30, 2007. A listing of individual administrators is not required. See Sample E for suggested format.

SAMPLE E & F

The number of students enrolled at each grade level and the total enrollment as of October 1, 2006. Your best source of information for this item is your DOE-PE Report (Pupil Enrollment Information) for 2006-2007. A paper copy of the Pupil Enrollment Report (DOE-PE) is available through the reports link on the message center of the STN application center. We have developed Sample F using DOE-PE.

SAMPLE G

The assessed valuation of the school corporation for the prior year (2006) and the current calendar year (2007). This information should be in the business office of each school corporation. If you do not know your assessed valuation it may be obtained from the Department of Local Government Finance. A format is suggested on Sample G.

SAMPLE G

The tax rate for each fund for the prior year (2006) and current calendar year (2007). If you do not know your tax rates, they may be obtained from the Department of Local Government Finance. A format is suggested on Sample G. If a fund/tax rate is displayed on our sample that is not a part of your budget advertisement, do not

include it in your publication. If a fund/tax rate is not displayed on our sample but was a part of your budget advertisement, it must be included in your publication.

SAMPLE H

A listing of vendors in descending order from the vendor with the highest total payment in the General, Capital Projects, School Transportation and School Bus Replacement Funds to the vendor with the lowest total payment in these funds. Do not include any vendor whose total payment was less than \$2,500 and do not list more than the top 200 vendors.

For the purpose of the Annual Financial Report, vendor is defined as anyone receiving a payment for providing goods and services to your school corporation except parties receiving payments for the employee's withholding portions of payroll and financial institutions receiving payment for purchases of securities and investments.

We have developed a form you may wish to use for this item in the Annual Financial Report. See Sample H.

SAMPLE I

The total indebtedness as of the end of the prior calendar year. We have developed Sample I for your utilization, if you desire. Most of the information for this item is identical to the data reported on the Statement of Obligations of the Biannual Financial Report for the period July 1 through December 31, 2006.

CERTIFICATION

The statute requires that each publication contain a statement providing that the contracts, vouchers, and bills for all payments made by the school corporation are in its possession, and open to public inspection. We have prepared a statement you may wish to use. It appears on the final page of the Report.

ANNUAL FINANCIAL REPORT

County Number _____

School Corporation Number _____

School Corporation Name _____

Any questions regarding this report should be directed to:

Contact Person's Name _____

Title _____

Telephone Number _____

When mailing the Annual Financial Report to the Department of Education, attach this cover sheet and send to:

Office of Financial Management, Analysis, and Reporting
Room 229, State House
Indianapolis, IN 46204-2798

Receipts Comparisons
Calendar Year 2006

Receipt Accounts	2006 Approved Budget Receipts	2006 Actual Receipts
<u>GENERAL FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Bond and Advances		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
8000 Intergovernmental Transfers		
9000 Transfers		
TOTAL	\$	\$
<u>REFERENDUM FUND</u>		
1000 Local Sources	\$	\$
TOTAL	\$	\$
<u>DEBT SERVICE FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
5000 Bonds and Advances		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
8000 Intergovernmental Transfers		
9000 Transfers		
TOTAL	\$	\$

Receipt Accounts	2006 Approved Budget Receipts	2006 Actual Receipts
<u>RETIREMENT/SEVERANCE BOND FUND DEBT SERVICE FUND</u>		
1100 Local Sources	\$	\$
TOTAL	\$	\$
<u>CAPITAL PROJECTS FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Bonds and Advances		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
9000 Transfers		
TOTAL	\$	\$
<u>SCHOOL TRANSPORTATION FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
5000 Bonds and Advances		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
8000 Intergovernmental Transfers		
9000 Transfers		
TOTAL	\$	\$
<u>SCHOOL BUS REPLACEMENT FUND</u>		
1000 Local Sources	\$	\$
5000 Bonds and Advances		
6000 Loans		
9000 Transfers		
TOTAL	\$	\$

Receipt Accounts	2006 Approved Budget Receipts	2006 Actual Receipts
<u>SPECIAL EDUCATION PRESCHOOL FUND</u>		
1000 Local Sources	\$	\$
3000 State Sources		
5000 Bonds and Advances		
7000 Sale of Property, Adjustments and Refunds		
8000 Intergovernmental Transfers		
9000 Transfers		
TOTAL	\$	\$
<u>REPAIR AND REPLACEMENT FUND</u>		
1000 Local Sources	\$	\$
3000 State Sources		
4000 Federal Sources		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
9000 Transfer		
TOTAL	\$	\$
<u>SELF-INSURANCE FUND</u>		
1000 Local Sources	\$	\$
3000 State Sources		
4000 Federal Sources		
6000 Loans		
7000 Sale of Property, Adjustments and Refunds		
9000 Transfer		
TOTAL	\$	\$
GRAND TOTAL	\$	\$

Annual Financial Report
Sample A

Expenditures Comparisons
Calendar Year 2006

Expenditure Accounts	2006 Approved Budget Expenditures	2006 Actual Expenditures
<u>GENERAL FUND</u>		
11000 Instruction/Regular Programs	\$	\$
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation Programs		
21000 Support Services/Pupils		
22000 Support Services/Inst. Staff		
23000 Support Services/Gen. Admin.		
24000 Support Services/Sch. Admin.		
25000 Support Services/Business		
26000 Support Services/Central		
29000 Support Services/Other		
30000 Community Services		
40000 Nonprogrammed Charges		
50000 Debt Services		
TOTAL	\$	\$
<u>REFERENDUM FUND</u>		
11000 Instruction/Regular Programs	\$	\$
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation Programs		
21000 Support Services/Pupils		
22000 Support Services/Inst. Staff		
23000 Support Services/Gen. Admin.		
24000 Support Services/School Admin.		
25000 Support Services/Business		
26000 Support Services/Central		
29000 Support Services/Other		
30000 Community Services		
40000 Non-programmed Charges		
50000 Debt Services		
TOTAL	\$	\$

Expenditure Accounts	2006 Approved Budget Expenditures	2006 Actual Expenditures
<u>DEBT SERVICE FUND</u>		
25000 Support Services/Business	\$	\$
40000 Nonprogrammed Charges		
50000 Debt Services		
TOTAL	\$	\$
<u>CAPITAL PROJECTS FUND</u>		
22000 Support Services/Inst. Staff	\$	\$
25000 Support Services/Business		
50000 Debt Services		
TOTAL	\$	\$
<u>SCHOOL TRANSPORTATION FUND</u>		
25000 Support Services/Business	\$	\$
26000 Support Services/Central		
40000 Non-Programmed Charges		
TOTAL	\$	\$
<u>SCHOOL BUS REPLACEMENT FUND</u>		
25000 Support Services Business	\$	\$
40000 Non-programmed Charges		
50000 Debt Services		
TOTAL	\$	\$
<u>SPECIAL EDUCATION PRESCHOOL FUND</u>		
12000 Instruction/Special Programs	\$	\$
25000 Support Services/Business		
26000 Support Services/Central		
40000 Nonprogrammed Charges		
TOTAL	\$	\$

Expenditure Accounts	2006 Approved Budget Expenditures	2006 Actual Expenditures
<u>REPAIR AND REPLACEMENT FUND</u>		
25000 Support Services/Business	\$	\$
TOTAL	\$	\$
<u>SELF-INSURANCE FUND</u>		
25000 Support Services/Business	\$	\$
26000 Support Services/Central		
TOTAL	\$	\$
GRAND TOTAL	\$	\$

Annual Financial Report
Sample B

Certified Salary Schedule
in effect June 30, 2007

Years of Experience	Bachelors	# of Persons	Bachelors + 15 hrs	# of Persons	Masters	# of Persons	Masters + 15 hrs	# of Persons	Masters + 30 hrs	# of Persons	Masters + 45 hrs	# of Persons	Doctorate	# of Persons
01														
02														
03														
04														
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25														
26														
27														
28														
29														
30														

Total number of certified part-time employees _____

Total number of certified full-time employees _____

Extracurricular Salary Schedule
in effect June 30, 2007

Position	Amount	Position	Amount
Elementary Schools Cheerleading Sponsor Basketball-boy Basketball-girl Cross Country and Track		High School (cont'd) Trainer Head Swim-boy Asst Swim-boy Head Swim-girl Asst Swim-girl Head Track Asst Track Head Volleyball Asst Volleyball Head Wrestling Asst Wrestling Dean of Students National Honor Society Head Orchestra Asst Orchestra Vocal Music Sponsor 9th Sponsor 10th Sponsor 11th Sponsor 12th Team Sponsor Academic Coaches Student Council Head Band Asst Band Drill Team Sponsor Cheerleading Sponsor Newspaper FHA Sponsor FFA Sponsor PBA Sponsor DECA Sponsor HOSA Sponsor VICA Sponsor FBLA Sponsor Drama/Acting Coach	
Middle Schools Head Basketball-boy Asst Basketball-boy Head Basketball-girl Asst Basketball-girl Cross Country Swimming Head Track Asst Track Volleyball Wrestling			
High School Athletic Director Head Baseball Asst Baseball Head Basketball-boy Asst Basketball-boy Head Basketball-girl Asst Basketball-girl Head Football Asst Football Head Gymnastics Asst Gymnastics Cross Country Golf-boy Golf-girl Head Softball Asst Softball Tennis-boy Tennis-girl			

If an index is used, calculate a dollar amount for publication.

Non-certified Employee Classifications
and Range of Pay Rates 2006-2007

Classifications	Range of Pay Rates
I. Instructional and Supplementary Pupil Services A. Library Aides B. Kindergarten Aides C. Special Education Aides C. Prime Time Aides E. Pre-kindergarten/Head Start Aides F. Educational Enterprises G. Other II. Cafeteria and Food Services A. Managers/Head Cooks B. School Food Service Director C. All Other Food Service Employees III. Health Services A. Nurses B. Other IV. Office/Clerical/Secretarial V. Executive/Administrative/Accounting A. Business Manager B. Buildings and Grounds Director C. Community Relations/Publicity Director D. Other VI. Maintenance/Custodial/Warehouse/Security/Transportation A. Building Custodians B. Bus Drivers C. Other VII. Computer Services VIII. Other	

Total number of non-certified part-time employees _____

Total number of non-certified full-time employees _____

Annual Financial Report
Samples E & F

Certified Administrative Staff
in effect June 30, 2007

	Lowest Salary	Highest Salary	Average Salary	Number Personnel
Administrative Staff				

Student Enrollment
October 1, 2006

Grade Level	Enrollment
Pre-School Ages 0-2 (PW)	
Pre-Kindergarten Ages 3-5 (PK)	
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
Grade 12	
Grade 12+/Adult (13)	
TOTAL	

Annual Financial Report
Sample G

Assessed Valuation and Tax Rates
Calendar Years 2006 and 2007

	2006	2007
Assessed Valuation		
Tax Rate - General Fund		
Tax Rate - Referendum Fund		
Tax Rate - Debt Service Fund		
Tax Rate - Retirement/Severance Bond Debt Service Fund		
Tax Rate - Capital Projects Fund		
Tax Rate - School Transportation Fund		
Tax Rate - School Bus Replacement Fund		
Tax Rate - Special Education Preschool Fund		

Annual Financial Report
Sample H

Payments in Excess of \$2500 Made to Vendors
Calendar Year 2006

Vendor Name	General Fund Amount	Capital Projects Fund Amount	School Transportation Fund Amount	School Bus Replacement Fund Amount	Total Amount
	\$	\$	\$	\$	\$

Statement of Indebtedness
Calendar Year 2006

Indebtedness	Principal Outstanding
Temporary Loans School Bonds Emergency Loans School Bus Loans Holding Company - Public & Private Veterans' Memorial Loans Common School Loans Indiana Bond Bank/Anticipated Notes Other Tax Board Approved Debt	\$
TOTAL	\$
Outstanding Encumbrances - All Funds (Include purchase orders, vendor contracts, letters of commitment, leases)	\$

Annual Financial Report
Certification

I hereby certify that the financial report is true and accurate in every respect to the best of my knowledge and belief. I further certify that all contracts, vouchers, and bills for all payments made by the school corporation are in its possession and open to public inspection.

Date_____ Signature_____.

Secretary, Board of School Trustees
School Corporation Name
Street Address
City, State, and Zip Code